

Appendix A – Incident Investigation Report

Incident Report

Action:

From:

Information:

Date:

Re:

Where did the incident occur?

When did the incident occur?

Who was involved?

What happened?

Why did the incident happen?

How can we avoid the incident occurring again?

Any further action?

Appendix B Accident Investigation Guidance – MLP-HSG-013

It is important to investigate accidents:-

To prevent them reoccurring
In order to report them to the authorities as required
To record the facts for analysis

What should I do if an accident occurs?

Take any and all action to deal with the immediate risks and safeguard the area
Take action to stop something similar happening again
Carry out an investigation
Record the details of anyone that was injured, details of the injury, damage, loss of property, damage to equipment or damage to the environment
Record the details of any witnesses
Use the five W principle, the What, When, Who, Where, Why and finally the How

Consider

Could it happen again?
What was the worst that could have happened?
Were there procedures in place?
Were they followed, if not why not
Were the procedures good enough?
Were those involved competent enough?
What training and instruction had they been given?
Did they follow their training? If not why not
Could this have been identified before the accident happened? If so how and what could have been done to avoid it.

To enable an investigation to be completed fully it is important to ensure the following:

- Those involved directly and indirectly should not be blamed.
- Establish the facts as quickly and completely as possible
- Useful evidence such as photographs, drawings, plans and witness statements should be secured as soon as possible
- A timeline should be used to record what happened and when.
- When interviewing clear objective questions should be asked. Interview notes should be dated with a record of all present.
- Witness statements, when voluntarily made, should be dated and signed by the individual and a witness.
- Endeavour to arrive at conclusions as to the cause of the accident on the basis of the relevant facts
- Examine closely any contradictory evidence, never dismiss a fact that does not fit in with the rest, find out more

Appendix C

ROAD TRAFFIC ACCIDENT

MERVYN LAMBERT PLANT VEHICLE DETAILS

Vehicle Type:..... Registration No:.....

MLP Driver:.....

ACCIDENT DETAILS

Date:..... Time:.....

Location:.....

Speed Travelling:..... Speed Limit:.....

Weather Conditions:.....

Damage to MLP Vehicle:.....
.....

THIRD PARTY DETAILS

Name:.....

Address:.....
.....

Contact Telephone No(s):.....

Vehicle Make and Model:.....

Registration No:.....

Damage (take photos):.....
.....

Insurance Details:

Name of Insurers:.....

Policy No:.....

Details of any injured parties:.....

DID POLICE ATTEND THE ACCIDENT: YES/NO

If **YES**, Station & PC No:.....

DETAILS OF ANY WITNESSES/PASSENGERS

Name(s):.....

Contact No(s):.....

**DESCRIBE HOW THE INCIDENT HAPPENED
AND ADVISE WHO YOU FEEL WAS RESPONSIBLE.**

DRAW A SKETCH OF THE SCENE OF THE INCIDENT.

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